

AFRICAN-AMERICAN HERITAGE GRANTS PROGRAM APPLICATION REVIEW PROCESS & CRITERIA

The Kentucky African-American Heritage Commission will evaluate grant applications according to the following criteria:

- A. Whether the proposed project is consistent with the Commission's mission and goals.
- B. Whether the board, officers and/or membership of the sponsoring institution is culturally diverse; whether African American Kentuckians have been involved in planning the project and will be involved in executing it.
- C. Whether the project proposed will have lasting impact.
- D. Whether the project is financially feasible, and whether the sponsoring group has raised or has the ability to raise a local match (while in-kind services are acceptable as matching share, some cash investment is highly desirable).
- E. Whether the project has local support (illustrated by letters of support from local officials, preservation groups and/or citizens).
- F. Whether the project strategy/methodology/design is clearly outlined in the proposal, appropriate to achieving stated goals, and can be accomplished by the end of the grant cycle.
- G. Whether the property concerned is architecturally and/or historically significant; whether there is immediate risk to it.
- H. Whether the organization, institution or individual which will administer the grant locally is qualified to do so.
- I. Whether the project will be a model in demonstrating a special or innovative technique or methodology; whether it is illustrative of creative funding or use.

Review Process

Applications arriving by the deadline will initially be examined by members of the African-American Heritage Commission's Grants Committee. This Committee will make recommendations to the full Commission, which will reach final decisions by vote. Applicants will be notified by letter within fourteen working days of the commission meeting at which grant decisions are made.

Return Completed Applications to:

The Kentucky Heritage Council
300 Washington Street
Frankfort, Kentucky 40601

ATTENTION:
The Kentucky African-American Heritage Commission
Grants Program

KENTUCKY AFRICAN-AMERICAN HERITAGE GRANT PROGRAM APPLICATION

1. Applicant Information

Organization Name _____

Contact Person _____ Title _____

Address _____

Phone Number _____ Fax Number _____

Type of Organization:

Local Government _____ Certified Local Government _____ University _____

Non-profit Organization _____ State Agency or Regional Planning Agency _____

Other (specify) _____

2. Project Information

Attach a typed, double-spaced narrative that describes the project proposed. Within it, identify the African American Heritage Commission (AAHC) goal(s) the project will address and explain how the it further the AAHC mission and goals. Provide a rationale for undertaking the project, discuss the significance of the building(s) or research involved, and outline the methodology or approach to be followed. Explain how the project will involve local community, noting the roles of project sponsors, and discussing the involvement of the general public and African American Kentuckians. Identify the projected impact(s)/affect(s) of the project and provide a time frame or schedule for its completion.

Construction (building rehabilitation) projects should include a description of the property to be rehabilitated, noting whether it is listed in the National Register of Historic Places. Include a minimum of 4 exterior and interior photographs which show the area(s) in which work will take place. Outline existing conditions, work items, and proposed use. Enclose architectural plans and specifications, if available.

Proposals for archaeological projects must include a research design. The project narrative must discuss how the project will address the state plan for archaeology. This information is available upon request from the Kentucky Heritage Council.

3. Funding and Budget

Total Project Cost \$_____ Amount Requested of AAHC \$_____

On another sheet provide a budget and funding summary which identifies major expenditures and their source(s). (You may use the budget sheet attached or type the budget on a blank sheet of paper.) The project budget should distinguish items planned to be covered by grant funds from those to be covered by matching share and should separate cash and in-kind donations.

Proposals for construction projects should include budgets organized by major work items, with costs for materials and labor distinguished where possible.

Co-sponsors donating cash or in-kind services as matching share must provide a letter detailing their involvement with the project and identifying the source and type of their contribution(s).

4. Professional Qualifications

Attach a resume for the staff, consultant or principal investigator and other key personnel who will carry out the project. If personnel have not been chosen, briefly describe the selection process. National Park Service regulations and qualifications should guide the selection and qualifications of professional personnel. This information is available upon request from the Kentucky Heritage Council.

5. Community Involvement/Letters of Support/Owner Certification

Attach letters from local citizens who support and/or will assist in the proposed project. Letters of support from local officials, preservation groups, University faculty and officials, knowledgeable professionals should also be attached.

If the owner/title holder of a property for which construction work is proposed is someone other than the organization applying for funding, a notarized letter from the owner certifying that he/she is aware of this application and concurs with the project must accompany the application.

7. Signature

I certify that this applicant complies with all Federal Fair Employment Laws including Title VI of the Civil Rights Act of 1964, Executive Order 11246 and the Rehabilitation Act of 1973. The information in this application is true and accurate.

Signature, Chief Executive Officer

Title _____ Date _____

GRANT BUDGET SUMMARY

Grant Request _____

	Matching Cash	Share In Kind	Grant Share	Total Cost
<u>Personnel</u>				
Staff Salary				
Staff Fringe				
Consultant Fees				
Donated Services				
<u>Operating Expenses</u>				
Rent				
Utilities/Telephone				
Printing Copies				
Photography				
Computer Services				
Travel				
Expendable Supplies				
Postage				
Professional Development				
Equipment				
Indirect Cost				
Other _____				

	2019	2020	2021	2022
TOTALS				

Matching Share Information Summary

Donor	Source	Kind	Total

TOTAL _____